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## Regional Arts Partnership FY2010 Policies and Application Guidelines



*Lotus Festival Arts Village Chalk Mandala—photo by Brian Garvey*

### Grant Period:

July 1<sup>st</sup>, 2009 –

June 30<sup>th</sup>, 2010

### Deadlines:

#### **Application Due:**

4:30 p.m. (EST), Friday,  
April 3, 2009

#### **Interim Report Due**

4:30 p.m. (EST), Friday,  
January 29, 2010

#### **Final Grant Report Due**

4:30 p.m. (EST), Monday,  
May 31, 2010

**The Regional Arts Partnership application must be completed in the [IAC's online grant system](#).** Internet links in this document provide further clarification and instruction. Please read linked information thoroughly. These guidelines will be made available upon request to meet special needs.



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*The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program. Inform your communities and elected officials about the importance of public arts support for the arts and your activities.*

# The Indiana Arts Commission

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

## Regional Arts Partnership Description

In 1996, the Indiana Arts Commission (IAC) and 12 community-based organizations, established a statewide service delivery system for the arts in Indiana – the Indiana Regional Partnership Initiative. In September 2004, the Commission approved changing the name of this initiative to the Regional Arts Partnership (RAP).

This document details and clarifies RAP policies, procedures, responsibilities, and expectations. It provides a framework for the core services that are to be planned and delivered by each Regional Arts Partner (from this point forward called “Partner”). Because Partners are granted wide latitude to utilize state and federal arts funding to design and deliver services based on local needs and service objectives, methods may vary from region to region. Service standards and best practice recommendations are made available to help each Partner to form and utilize a publicly accountable and systematic approach in designing, funding, offering, and evaluating high quality regional services in their part of Indiana.

### **RAP Mission**

In collaboration with the IAC, the RAP exists to promote and expand participation in the arts in Indiana. It provides broad local access to arts services and funding opportunities throughout the State of Indiana. Services include, but are not limited to, information and referral, technical assistance, arts needs assessment and regional services planning, and regranting of state and federal funds.

### **RAP Goals**

- 1) To encourage and support local involvement and decision-making regarding IAC funds and services;
- 2) To improve access to and achieve greater equity in the distribution of state arts funds and services; and
- 3) To strengthen the network of individuals and organizations which enhance the statewide delivery of IAC funds and services.

### **Legal relationship**

The RAP is a voluntary collaboration between the IAC, a state agency, and 12 Indiana nonprofit or public, community-based organizations. Each Partner enters into a legal contract with the IAC to provide specific services within its respective geographic area, according to the policies and procedures outlined in this document. Each Partner remains an individual legal entity, separate from the IAC, and continues to be fully governed by a local board of directors.

## IAC Responsibilities to the Regional Arts Partnership

In order to achieve the goals of the RAP, the IAC will:

- 1) Designate regional areas and appoint one Partner per region. Partner [eligibility](#) and [regional service area designation policies](#) are detailed on the IAC website.
- 2) Maintain a professional relationship with each Partner that is based on mutual trust, respect, and commitment in order to strengthen all Indiana arts through this statewide delivery system.
- 3) Provide a regional liaison to Partners who will assist each to achieve the goals of the RAP to the highest degree possible given the unique circumstances of each organization.
- 4) Provide financial support for RAP operations per region, including the four core regional services of arts needs assessment and regional services planning, grantsmaking and management, information and referral, and technical assistance.
- 5) Advocate for timely disbursement of funds with other state organizations.
- 6) Provide opportunities for all RAPs to fully participate in the development of statewide public policy for the arts and the development of this statewide delivery system.
- 7) Provide opportunities for technical assistance and a forum for peer support through regular convening of RAPs and IAC/RAP evaluation processes.
- 8) Provide public sanction and support for approved RAP grant applications and for all administrative actions taken by Partners that are consistent with this document.
- 9) Collaborate with Partners in appropriate marketing and media initiatives.
- 10) Collaborate with Partners and other organizations, as appropriate, to augment the RAP service delivery system.
- 11) Develop centrally administered programs and services that are complementary to the RAP programs and services or which fill a void in service delivery.
- 12) Conduct ongoing reviews of all Partners. Reviews may include a SWOT (Strength, Weaknesses, Opportunities and Threats) analysis, monitoring and evaluation of contractual compliance and the RAP services being provided by the Partners throughout the grant period.
- 13) Conduct a grant application review, grants data review, grantsmaking processes review, and a final report review, etc., to ensure the success of the Regional Arts Partnership.
- 14) As deemed necessary by the IAC, a formal evaluation of each Partner's capacities and compliance with this document may be conducted. IAC staff and Commissioners will conduct this evaluation jointly.
  - a. Performance assessments will be based on: 1) IAC standards for governance, management, and each of the four core regional services; and 2) terms of the Grant Agreement between the IAC and each Partner.
  - b. Formal evaluations will be scheduled at least 3 months in advance.

## Partner Responsibilities to the Regional Arts Partnership

To achieve the RAP goals, the Partners, singularly and collectively, will:

- 1) Maintain a professional relationship with the IAC and the RAP that is based on mutual trust, respect, and commitment to a shared vision. This includes active participation in the RAP consortium, as detailed later in this document.
- 2) Maintain valid RAP [eligibility](#) as required for regional designation by the IAC.
- 3) Establish and be guided by a regional advisory council (RAC) that provides recommendations on the effective delivery of regional services. The RAC will function as detailed later in this document.
- 4) Provide four core services according to the service standards within a specific multi-county region determined jointly by the IAC and the RAP. The four core services include arts needs assessment and regional services planning, grants making and grants management, information and referral, and technical assistance.
- 5) Provide, at a minimum, a full-time CEO/executive director and ½ FTE (full time equivalent) regional services coordinator or independent contractor, to ensure the highest level and quality of staff support and other administrative support possible to implement the four core services and maintain ongoing communication with the IAC.
- 6) Collect and report data and information to the IAC in a timely and accurate manner about the process, outputs, and outcomes of service delivery, including regranting information. If a Partner elects to use its own data system and not one requested by the IAC, it is still required to present the data in a manner consistent with all other Partners.
- 7) Participate actively in the input and use of data in IAC grant systems and tracking mechanisms, as it relates to the four core services. A year-long grant application will be submitted by each RAP for FY10. Applications will be publicly reviewed to determine funding for each region. Starting FY11, the application will be completed for two years. If awarded, funding will be committed a year at a time with one-year contracts.
- 8) Participate in co-marketing activities for the RAP and as appropriate, with the IAC.
- 9) Educate and inform the public, particularly the RAP Board and Regional Advisory Council, about the importance of public support for the arts, the IAC, and the RAP.
- 10) Develop, maintain, and adhere to a Conflict of Interest Policy for staff, board, panels, and Regional Advisory Council members that avoids conflict of interest, or the appearance of conflict of interest, in all four core services.
- 11) Maintain policies, procedures, and contractual obligations negotiated between the IAC and the RAP including procedures for mediating regional issues.
- 12) Provide a mandatory, annual, independent financial audit conducted by a CPA (not a review or compilation). The audit must clearly state the yearly income, expenses, and net assets of the Partner organization.
- 13) Adhere to organization, management, and core services [“Best Practice” standards](#) as provided by the IAC.
- 14) Meet all required minimum core program standards identified later in this document.
- 15) All program services will include an emphasis on the needs/inclusion of arts education, accessibility, and underserved populations.



## RAP Policy Revision

- 1) **Need for revision:** One or more Partners, the RAP Consortium as a whole, IAC staff, and/or a committee or task force of the Commission may suggest revisions to this document.
- 2) **Revision process:** The RAP policies will be reviewed periodically by the IAC staff and designated committees of the Commission. Following an orderly process allowing for study, RAP review and comment, and revision, new and/or revised policies may be ratified upon adoption by two-thirds of the Commission during a meeting of the full Commission, with 30 days prior written notice and review. The IAC will solicit input from RAPs in an official meeting of the Consortium, or the Consortium can designate a committee to review and recommend changes.
  - a. The following process will be followed:
    - i. Upon direction by the Commission or executive director, IAC staff, with input as appropriate by the Consortium or Consortium committee, will review the policies, compile changes, and develop a draft for review.
    - ii. The IAC will provide time for Partners to comment on and discuss the revisions at no fewer than two official meetings of the Consortium. The IAC will consider all recommendations made by the Partners at the Consortium meetings, or through the designated Consortium committee, and include all appropriate revisions in a final draft. IAC staff will consult with appropriate authorities to ensure compliance with all state policies and to ensure adherence to the laws of the state of Indiana and the federal government.
    - iii. The designated committees will review the revisions and make a recommendation to the full Commission.
    - iv. If the Commission accepts the proposal, IAC staff will make the appropriate changes to the document and disseminate it to all Partners.
    - v. If the Commission requests significant changes before adoption, the draft will be returned to the IAC staff and Partners with the Commission's recommendations and the steps may be repeated.
    - vi. If the Commission decides not to accept the proposal, the Commission will provide its rationale to the IAC staff and Consortium. Action by the Commission is final.
- 3) **Policy development for emergency provisions:** The Commission prefers to amend or adopt statements of policy in an orderly process and only on a periodic basis. The Commission, however, recognizes that institutional systems must be adaptable to the needs of constituents. In time of emergency, Commission members and the executive director may recommend emergency policy statements on rapid developments and acceptance in time of immediate need. Emergency policy adjustments may be conducted at any business meeting of the Commission with no prior notice or review.

## Regional Advisory Council Guidelines

### REGIONAL ADVISORY COUNCIL (RAC)

- 1) Advisory council requirement: Each Partner shall establish a RAC consistent with this section.
- 2) Purpose: The RAC shall serve in an advisory capacity to the Partner on matters that affect planning, delivery, and evaluation of the four core services. In forming recommendations, the RAC will consider the needs of the region as a whole and the resources of the Partner available to meet those needs.
- 3) Membership
  - a) The RAC shall be composed of representatives from the majority of the counties in the region, although 100 percent participation is encouraged.
  - b) The Partner will provide the IAC with its current membership, recruitment, and rotation policies and procedures for RAC members.
- 4) Terms of service: Each Partner will establish a RAC membership rotation policy that allows for continuity and the inclusion of new and prospective members.
- 5) Conflict of interest: Each Partner will establish an advisory council conflict of interest policy. The policy must include the following provisions:
  - a) No member may participate in decisions that may result in personal financial gain; and
  - b) If the RAC reviews grant applications and makes funding recommendations, no member having a personal or monetary “interest” in a specific grant application may participate in the review, discussion, or recommendation on the specific application.
- 6) RAC Meeting Requirements:
  - a) The RAC must meet at least two times a year.
  - b) The IAC staff liaison must be invited to attend all meetings and may participate in the meeting as an observer or in another capacity, as determined by the Partner.
  - c) All RAC meetings shall be held in sites that are accessible to people with disabilities.
  - d) Minutes will be recorded and maintained by the Partner for each RAC meeting.
  - e) The Partner will give at least two weeks of advance public notice of dates, times, and locations of all RAC meetings.
  - f) All RAC meetings shall be open to the public for observation.
  - g) To the extent possible, RAC meetings should be held in different locations throughout the region.

# RAP Consortium Guidelines

## RAP CONSORTIUM

- 1) **Purpose of the Consortium:** The Consortium is an informal association of all Partners. Participation in the Consortium is required by the IAC for each organization designated as a Partner. The role of the Consortium is to provide resources, address common issues, and develop mutual support among the members in order to advance the goals of the RAP. The Consortium provides advice to the IAC in the development and implementation of policies and procedures concerning the RAP.
- 2) **Membership:** The Consortium shall be composed of the CEO of each Partner and/or his/her designee. If more than one representative from a Partner is present at a meeting of the Consortium, only one of the representatives may vote.
- 3) **Leadership:** The Consortium may biennially elect a chair and vice chair from among current members to provide leadership and guidance to the membership and to represent the interests of the Consortium in special circumstances. The chair (or vice chair, in his/her absence) will, in consultation with IAC staff, convene and chair the meetings of the Consortium, provide public notice as required by the Indiana Open Meeting Law, develop meeting agendas and pertinent materials, and develop and distribute official minutes of the meeting. The chair will hold a seat on the Committee of the Future. The IAC will provide financial resources needed to meet and support the expectations of this leadership role.
- 4) **Role of IAC:** The IAC staff will attend the Consortium meetings to consult with the Partners and to serve as content providers for the Consortium meetings, and to present reports, policies, guidelines, and other data as needed.
- 5) **Meetings of the Consortium:** Representatives of the Consortium shall meet with representatives of the IAC on at least a quarterly basis to provide advice on the planning, implementation, and evaluation of the RAP.
  - a) Such meetings shall be at mutually agreed upon dates, times, and locations.
  - b) A simple majority of the membership (7) shall constitute a quorum for official Consortium action.
  - c) Meetings will be open to the public and the Consortium chair shall develop and distribute a written record of the meeting, which will be archived by the IAC.
- 6) **Committees:** The Consortium may establish committees to help accomplish tasks related to the RAP.
  - a) **Membership:** Consortium members and their designees may serve on committees. Additional persons who are not members of the Consortium may serve on committees when their expertise will be helpful to the task at hand.
  - b) **Leadership:** Consortium members will chair committees.
  - c) **Meetings:** Committees will meet as needed to accomplish their tasks. Meetings shall be at mutually agreed upon dates, times, and locations.
    - i) Meetings will be open to the public and each committee chair shall develop and distribute a written record of the meeting, which will be maintained by the IAC.
    - ii) Meetings shall be at mutually agreed upon dates, times, and locations.
    - iii) The IAC will be notified of all committee meetings and may participate in the meeting as an observer or in another capacity, as determined by the Consortium.
- 7) **Attendance:** In order to have a voice in RAP policymaking and to stay abreast of current developments, a representative of each Partner is expected to:
  - a) Attend all Consortium meetings;
  - b) If unable to attend, follow up with the Consortium chair to obtain information and materials; and
  - c) Each Partner is responsible for all materials, information, and adherence to new procedures as discussed in these meetings – regardless of attendance.

## RAP Minimum Core Program Goals and Standards

**Re-granting Goal for all Partners:** The IAC recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within each region. Grants will serve as an incentive for developing and strengthening communities to plan and implement quality arts activities as guided by Regional Service Plans. All funding decisions will be made in open processes that actively involve citizens in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide. Each region's Needs Assessment and Regional Service Plan will also guide funding allocations. Outside of IAC reporting requirements and general RAP operating policies, the re-granting requirements include:

1. The coordination and facilitation of at least three grant information sessions in the Partner's region at least one month prior to the region's application deadline. Partners must notify their IAC liaison about the dates and times of these sessions at least two weeks prior to the events.
  1. At least one session must be located in a county outside of the Partner's home county;
  2. One session must be located in the Partner's home county; and
  3. The remaining session's location is at the Partner's discretion.
2. A requirement of all of Partners' grantees to send at least two thank you letters, not emails, to state legislators from their region per grant year.
3. The fulfillment of a public award ceremony for grant winners. Partners will invite state legislators from that region to attend the Partner's award ceremony and at least one other regional event of their choice. Partners must also inform their IAC liaison about these dates at least two weeks prior to the events.

**Technical Assistance Goal for all Partners:** The technical assistance services provided by the Regional Arts Partner will ensure that a variety of quality technical assistance services is regularly available to artists and arts providers throughout the region. Outside of IAC reporting requirements and general RAP operating policies, the technical assistance requirements include:

1. Using its current Regional Service Plan to determine appropriate subject matter/issues, Partners will offer at least four technical assistance workshops/sessions in the one-year granting period.
2. Workshops must be advertised to all counties in the region and include methods to address underserved audiences.
3. Partners must notify their IAC liaison about the dates and times of these workshops at least two weeks prior to the occurrences.
4. While not responsible for all of the workshop content, Partners must have a substantial involvement in the event opportunity – even if using contracted services. In addition, if the workshop is held in conjunction with another event or session, such as a grant information session, it must have its own substantial content in the agenda. The Partner's liaison can provide more clarification about this and Arts Development Services fund flexibility if needed.
5. One workshop must be offered in the Partner's home county, one must be offered outside the Partner's home county, and the remaining two locations are at the Partner's discretion.
6. One workshop must be offered to organizations, one must be offered to individual artists, and the remaining two audiences are at the Partner's discretion.

**Information and Referral Services Goal for all Partners:** The information and referral services provided by the Regional Arts Partner ensure that information about and linkage to arts activities, services, and resources is provided to the general public, artists, and arts providers. Outside of IAC reporting requirements and general RAP operating policies, the information and referral services requirements include:



## RAP Minimum Core Program Goals and Standards (Continued)

1. Partners will ensure an up-to-date, online presence of its RAP services, in addition to those specific to the Partner's organization.
2. Partners will keep a web-based listing of the Region's upcoming programs, events, and opportunities.
3. Also online, Partners will keep a list of appropriate Internet links to other Partner websites and state and federal arts organizations, as provided by the IAC.
4. The Regional Arts Partnership will continue to work towards a centralized system to share information as technology systems advance to accept different methods of data management more fluidly.
5. In addition to the perpetual IAC information referral and collaborative Individual Artist Program information session (facilitated by the IAC), each Partner will actively collaborate in at least one IAC project in the grant year as determined/discussed with their IAC liaison. Collaboration may include, but is not limited to, projects involving and/or assistance with: the Indiana Artisan, Traditional Arts Indiana, Poetry Out Loud, Cultural Districts, etc. Serving on a committee is not considered active involvement. All collaboration will be substantiated in the RAP final report.
  1. The following are examples of acceptable, past collaborative activities by Partners. Region 9 worked with Jon Kay to document, track, and involve Region 9 artists in Traditional Arts Indiana. Region 5 hosted a Cultural Districts summit and involved IAC staff to present and facilitate discussion about this new legislation and program. Region 1 and 3 worked with their local constituents to develop and implement regional trails for the Indiana Artisan grant opportunity.
6. Partners are expected to take part in advocacy efforts with state level government. Examples of involvement could include regional support of the Governor's Arts Awards, Governor's Arts Awards planning and coordination services, Arts Advocacy Day volunteer recruitment, and hosting regional events for local legislators and board members. The efforts must be discussed with the IAC liaison prior to occurrence and substantiated in the RAP final report.

### **Arts Needs Assessment and Regional Services Planning Goal for all Partners (formerly called Cultural Planning):**

The assessment and planning services provided by the Regional Arts Partner ensure that the constituents of the region are regularly involved in helping articulate needs, plans, and strategies related to the regional arts development services. Outside of IAC reporting requirements and general RAP operating policies, the Needs Assessment and Regional Services Planning requirements include:

1. EVERY YEAR: Partners will use their Regional Service Plan to guide technical assistance and information and referral objectives. The Plan must be internally updated every year for compliance and correspondence with the organization's current strategic plan. Results will be presented final reports.
2. EVERY OTHER YEAR: Partners will work with the IAC to develop and send one Region-wide survey to their constituents to assess the Partner's performance and needs met. Recipients must include constituents that were NOT awarded grants for that year. Results will be presented in final reports.
3. EVERY FIVE YEARS: Partners will conduct a new Arts Needs Assessment and develop a new Regional Services Plan that involves constituents from EVERY county in the region. Click [here](#) and scroll to the last page to view a current listing of regional plan timelines.
  1. In an assessment/planning year, Partners will be expected to divert a portion of their technical assistance funds towards at least three public planning sessions that will convene to focus on the needs of and subsequently, develop plans for the region. During this special year and outside of these three planning sessions, the Partners will be expected to conduct one technical assistance session with a focus other than the arts needs assessment and regional service plan. Therefore, four workshops/sessions will still be required. Planning process results and session data will be substantiated in the final Arts Needs Assessment and corresponding Regional Services Plan document and the Partner's final report.

## FY2010 RAP Program

For FY2010, July 1, 2009 – June 30, 2010, the RAP Program will provide financial support for [Partner operations per region](#), including the four core regional services of needs assessment and regional services planning, grantsmaking and management, information and referral, and technical assistance. The Partner will use the [IAC's online grant system](#) to submit a full application by **April 3, 2009**. New for FY2010, RAP Program awards will only be contracted for one year at a time.

## Organization's Eligibility for Application

Prior to submission of application, it is essential to **understand** ALL of the following requirements. Organizations must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so is a breach of contract with the State of Indiana and may result in application rejection, delay in payment, and/or fund rescindment.

- Technology requirements and restrictions:
  - Must provide current, primary contact's email address;
  - Must update contact information in the [IAC online grant system](#);
  - Must **electronically** submit all required documents to be eligible; and
  - IAC staff cannot provide advanced technical assistance for personal computer or software-related problems. Click [here](#) for a list of frequently asked questions.
- Applicant requirements and restrictions:
  - Must be selected and designated as a Partner by the IAC;
  - Must fulfill and adhere to all RAP responsibilities as noted earlier in this document; and
  - Must meet and continue to meet all [Partner eligibility standards](#) throughout the granting period.
- **Acceptable** program expenses:
  - Salaries, administrative fees, staff development and training, space and equipment rental, promotional costs, and production costs, etc., needed to support the organization's yearly activities.
- **Unacceptable** program expenses for Partners and subgrantees:
  - Cash reserves; deficit reduction, or deficit elimination;
  - Events in private dwelling places or other locations not open to the general public;
  - Consumable supplies and materials not directly related to the project;
  - Capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
  - Costs of receptions, food, or beverages;
  - Travel outside the United States;

## Organization's Eligibility for Application Continued...

- **Unacceptable** program expenses (continued):
  - Indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
  - Activities not associated with arts programs and services;
  - Projects to be delivered outside the state of Indiana;
  - Project expenses outside the state fiscal year and grant period (July 1-June 30);
  - Activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity; and
  - A Partner may not utilize any portion of RBG funds for its own grants making expenses or for any other direct or indirect organizational expenses.
- Match requirements:
  - Arts Development Services funds do not require an applicant match.
  - Regional Block Grant funds must be matched on a dollar-for-dollar basis.
    - RBG match may be a combination of cash and the [verifiable value of necessary donated goods and services](#). At least 50 percent of the local match must be cash.
    - **RBG funds may be matched totally or in part by the value of subgrantee match.**
  - Community Arts Program funds must be matched by the applicant on a dollar-for-dollar basis.
    - Match may be a combination of cash and the [verifiable value of necessary donated goods and services](#). At least 50 percent of the local match must be cash.
- Documentation requirements, other than State of Indiana forms. **Mailed and uploaded documents must be RECEIVED, not post-marked, by the IAC no later than April 3, 2009. All of the following should be uploaded with your application. If the document is too lengthy, mailed documents by the due date will be accepted IF pre-approved by [Michelle Anderson](#).**
  - [An independent financial audit from the most recently completed year;](#)
  - Articles of Nonprofit Incorporation or if a public agency, one copy of enabling legislation that created your agency as a public entity;
  - IRS tax-exempt status letter;
  - Current strategic or long-range plan;
  - Unaudited year-to-date financial statement for most recently completed month;
  - Job descriptions of the key management staff;
  - Organizational charts for board and staff;
  - Organizational by-laws;
    - Board recruitment, nomination, and rotation policies should also be provided if not included in the by-laws.
  - Updated or new regional needs assessment and service plan;
  - Detailed listing of RAC roles and responsibilities, rotation policy, and conflict of interest policy;
  - Grantee guidelines and blank grantee application and reporting forms;
  - Samples of grantee contracts and notification materials; and
  - The arts granting policy statement. **As a non-arts focused Partner Region 2 will submit:**
    - Prepared as a memo signed by the Partner (and its "parent" organization), which describes the policies and procedures under which regional grants will be made.
    - The statement will specify that the Partner (and its "parent" organization) agrees to fund only organizations or projects that have been recommended by the Partner with funds from the IAC regional arts allocation.

## Organization's Eligibility for Application Continued...

- Financial/Official State of Indiana form requirements
  - Partners are required to sign and complete a grant agreement, Form E-1, and Vendor Information Form before payment is issued.
    - The grant agreement is the official contract with the IAC and must be [procedurally signed and approved](#) by multiple state entities after receipt from the grantee. Read this document carefully as each Partner will be responsible for meeting all the terms and conditions it contains – including its references to these guidelines.
    - The [Vendor Information Form](#) and [Entity Annual Report \(Form E-1\)](#) are required by the State of Indiana for payment to a Partner. Inaccurate or incomplete forms are shredded and may hold up or forfeit grant payments.
- IAC Reporting requirements
  - **Form E-1:** Nongovernmental organizations (entities and individuals) receiving financial assistance from governmental sources in the form of grants, subsidies or contributions, are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts. Receipt of the funding referred to above subjects you to state audit requirements discussed in IC 5-11-1-9. The information you report on the Entity Annual Report enables us to assist you in correctly determining your auditing and reporting requirements. E-1 Forms should be submitted to the IAC with your signed grant agreement. The IAC will then forward the form to the State Board of Accounts.
  - **Four Public Official Letters:** Partners are required to write at least four letters to their [local, state legislators](#) and the Governor to thank them for making these funds available. Grantees will mail one letter to each of four recipients, one to the Governor and the other three to state legislators from counties served by the organization. The letter should raise awareness of the project that was funded in their community. The first two letter copies are due with the signed grant agreement (sometime in July/August depending on your submission of the agreement); the third and fourth copies are due with the final report on May 31, 2010.
  - **Project modification (if change is necessary):** During the grant period and PRIOR TO MAKING A CHANGE TO THE PROJECT, grantees must notify the IAC of any changes that may affect the funded project via the Project Modification form in the [IAC online grant system](#). A change would include a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. Grantees may be required to return grant money to the IAC if this procedure is not followed.
  - **Interim and Final reports:** All grantees must submit completed Interim reports by January 29, 2010 and final grant reports and copies of the third and fourth letters sent to the legislator by May 31, 2010. The Interim report will be made available by November, 2009. The final report will be accessible through the [IAC online grant system](#) later in the year. Click [here](#) for an example of a well-prepared report from a prior year. Questions in the example differ from the new final report questions and should only be used as a guide.

## Organization's Eligibility for Application Continued...

- IAC Reporting requirements (continued).
  - **Subgrantee Report:** All Regional Block Grant information must be provided with final reports using the [Excel spreadsheet](#) posted on the IAC website. All data entered should be formatted using the codes in the [National Standard Data Field Guide](#). The file must be clearly labeled with the region number and "SubgranteeReport." For example, Region 12's Excel file would be named: "Region12SubgranteeReport." Partners must input data for each application they receive requesting Regional Block Grant funds. The following data fields are required by the National Endowment for the Arts or by the IAC to ensure a sound grants management system. Data is required in each applicable field. The following list is data that each Partner should track for every grantee.
- 1) Data Fields Descriptive of the Applicant/Grantee
  - a) Applicant Name\*
  - b) Applicant State\*
  - c) Applicant Zip\*
  - d) DUNS or FEIN #
  - e) Organization Telephone & Fax Numbers
  - f) Organization E-mail Address
  - g) Organization Website
  - h) Applicant Contact Person - Name and Address
  - i) Applicant Authorizing Official - Name and Address
  - j) Fiscal Sponsor Name (if applicable)
  - k) Applicant Status\*
  - l) Applicant Institution\*
  - m) Applicant Discipline\*
  - n) Congressional District of Applicant\*
  - o) State House District of Applicant
  - p) State Senate District of Applicant
  - q) Grantee Race\*
  - r) Funding Status\*



## Organization's Eligibility for Application Continued...

- 2) Data Fields Descriptive of the Project/Grant (continued from subgrantee data)
  - a) Brief Project Description
  - b) Project Beginning Date
  - c) Project Ending Date
  - d) Project Discipline\*
  - e) Type of Activity\*
  - f) Project Descriptors\*
  - g) Arts Education\*
  - h) Number of Arts Education Activities\*
  - i) Individuals Benefiting\*
  - j) Artists Participating\*
  - k) Youth Benefiting\*
  - l) Counties Served
  - m) Project Race\*
  - n) Summary of Grantee Project Results
    - i) In addition to specific examples, reports will require a summary of the number and percent of all regional grants that reported one or more of the following results:
      - (1) Contributed to the local economy
      - (2) Improved the quality of life in the community
      - (3) Broadened the general public's knowledge of or skills in the arts
      - (4) Provided arts activities to an underserved community or group
      - (5) Increased individual artistic or administrative skills
      - (6) Increased organizational capacity
      - (7) Increased understanding among different cultures
      - (8) Increased understanding about different art forms
      - (9) Advanced a specific art form
      - (10) Strengthened the arts education curriculum in local schools
      - (11) Other
- 3) Data Fields Descriptive of Project Finances
  - a) Grant Amount Requested\*
  - b) Grant Amount Awarded\*
  - c) Grant Amount Spent\*
  - d) Expenses\*
  - e) Income\*
  - f) In-Kind Contributions\*
  - g) Local Cash Match
- 4) Data Fields Descriptive of Application/Paperwork Tracking (continued from subgrantee data)
  - a) Date Application Received
  - b) Applicant Identification/Grant Number (Type of grant must be indicated in the name)
  - c) Grant Program
  - d) Panel Rating
  - e) Date Grant Notification Mailed
  - f) Date Final Report Received

*\*Read the [National Standard Data Fields Guide](#) to code this specific information. While other data does not have to be included in this spreadsheet, it needs to be tracked and available to the IAC if requested.*

## Organization's Eligibility for Application Continued...

### ● Acknowledgement and credit of public funding requirements

- Partners must credit the Indiana Arts Commission and the National Endowment for the Arts for funding support in all publications and promotions, including but not limited to electronic, online, and printed materials. The IAC logo and credit line (see below) must be included in a prominent location. When reproduced in the version below, the logo and credit line must appear as a unit and may not be altered.
- The [logo](#) may be reduced to accommodate different space requirements, but it may not be reduced smaller than ¾ of an inch at the narrowest dimension, or to the point where the credit line or the name "Indiana Arts Commission" is not legible.
- Should space requirements dictate a smaller reproduction, the Partner may request the IAC to provide an "alternate logo." If the alternate logo is used, the credit line "This activity made possible, in part, with support from the Indiana Arts Commission and the National Endowment for the Arts, a federal agency," must appear elsewhere in publications and promotions, including but not limited to electronic, online, and printed materials.
- **Announcement of grants:** Partners are required to provide the IAC with advance notice of all grants-related press conferences and should submit copies of all press releases announcing grants made with Regional Block Grant funds to the IAC staff liaison.
- **Grant Awards Ceremony:** Partners will invite state legislators from that region to attend the Partner's public award ceremony and at least one other regional event of their choice.
- **Regional subgrantees:** Subgrantees must credit the Regional Arts Partner, the Indiana Arts Commission, and the National Endowment for the Arts for funding support. Credit must be given in all publications and promotions, including but not limited to electronic, online, and printed materials. The IAC RAP logo and credit line must be included in a prominent location. When reproduced, the logo and credit line must appear as a unit and may not be altered.
- The [logo](#) may be reduced to accommodate different space requirements, but it may not be reduced smaller than ¾ of an inch at the narrowest dimension, or to the point where the credit line or the names "Indiana Arts Commission" and "Regional Arts Partner" are not legible.
- For a smaller reproduction, the subgrantee may request the Partner to supply an "alternate logo." If the alternate logo is used, the credit line "This activity made possible, in part, with support from (name of Regional Arts Partner), the Indiana Arts Commission, and the National Endowment for the Arts, a federal agency," must appear elsewhere in publications and promotions, including but not limited to electronic, online, and printed materials.

## Organization's Eligibility for Application Continued...

Specific requirements for both Regional Arts Partners and regional subgrantees (continued from acknowledgement and credit):

- **Promotional Materials:** Grantees must credit the IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, promotional postcards, and press releases), films and videotapes, electronic transmissions (including Internet sites, viral and streaming media), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which IAC funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.
- **Programs:** Grantees must credit the IAC and NEA on the title page of printed programs in a type size no smaller than 8-point. Also, the IAC should be listed in the donor category most appropriate to the level of financial support the organization is receiving. If the IAC develops an advertising campaign, performing arts organizations that receive \$50,000 or more in total IAC operating support funding in any fiscal year shall provide one full-page of advertising space in all season programs. Performing arts organizations that receive less than \$50,000 in total IAC operating support funding in any fiscal year shall provide one-half page of advertising space in all season programs. The IAC will provide camera-ready art for the ads.
- **Education Materials:** Grantees must credit the IAC and the NEA in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials.
- **Websites:** Organizations must use the IAC credit logo on their websites, with a hyperlink back to the IAC website. Grantees receiving organizational support must place the IAC credit logo on the front page of its website or on the page where other sponsors are listed. For project support, the IAC credit logo must appear on the webpage that corresponds to the IAC-funded project.
- **Advertising:** Grantees must credit the IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).
- **News Releases:** News releases must credit the IAC and NEA support. A sample support statement could be: "This project was supported by the Indiana Arts Commission, with funding from the State of Indiana and the National Endowment for the Arts."
- **Promotional Appearances and Interviews:** Television and radio appearances by a grantee's representative(s) should include at least one verbal acknowledgement during the broadcast of the support the organization received from the IAC and the NEA toward the project or overall operation. Also, grantees should acknowledge the IAC and NEA support in any newspaper, magazine, or online interviews about the organization's program(s).
- **Verbal Credit:** When written credit is not applicable, verbal credit should be given prior to each performance of activity. If an announcement is not feasible, the grantee should consider a sign in the lobby or activity space.
- **Audit requirements:** [An annual independent financial audit](#) conducted by a CPA (not a review or compilation) for the last fiscal year is required for ALL applicants (**including past recipients**). The audit must clearly state the yearly income, expenses and net assets of the applicant organization.

## Organization's Eligibility for Application Continued...

- Monitoring/records retention and tax responsibility
  - Partners must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years.
  - Partners are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.
- Payments
  - All payments are contingent upon adherence to all grant guidelines and reporting requirements.
  - The first grant payment will be for 90 percent of the total award. Funds will be transferred to the Partner's bank account after the grant agreement, letters, and all aforementioned documents have been approved by all three state agencies. **It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the first payment.**
  - The second and final grant payment will be for 10 percent of the total award. Funds will be transferred to the Partner's bank account after the final grant report and remaining legislator letters have been submitted and approved.
- Public manifestation, fair labor, drug free, and civil rights
  - ***The signed Regional Arts Partner Program application form and signed Grant Agreement indicate that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.***

## The Grant Application

Applications and attachments are due from each designated Partner of the RAP by April 3, 2009. The submission of the application is the Partner's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting.

### [How to apply:](#)

- Open your Internet browser and navigate to [www.in.gov/arts](http://www.in.gov/arts)
  - Under "Grants" in the left navigation bar, click "Access Online Applications"
  - Click the appropriate grant program link
  - If this is the first time for an application in this new system, complete an online profile. If not, then you will enter in your username and password and proceed to the application.
    - **Data entered in the profile will serve as the primary contact information for all online application communication. Only one email address is permitted.**
- Answer each section clearly and completely. Include as much information as possible, checking for typos, math and grammatical errors. Type directly into the text boxes provided. DO NOT copy and paste narrative text from another program into the spaces provided. This can create formatting problems with your text and may create unnecessary typos.

## The Grant Application Continued...

- Click [here](#) to view an example of a well-prepared application from a prior year. Questions in the example differ from the new application questions. Therefore, the example is intended only as a guide and imitation does NOT ensure a grant. Complete or partial duplication will result in ineligibility. Excel uploads, new for this year, will include a sample row for comparative purposes.
- Upload any documentation noted in the requirements (Consult with [Michelle Anderson](#) to mail).
- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application. Late applications and documentation will NOT be accepted.
- Once you have submitted your application you WILL receive an email to that effect. If you do not receive an email, your application was NOT submitted.
- **Only submit the electronic copy, a “physical” application copy is no longer required. Your online submission indicates your agreement with, and adherence to, this entire document, including its embedded website links.**

Application Summary, click [here](#) to get started, then:

- Provide information in: Before you begin, Applicant Profile, & Business Info
- Income/Expenses Budget Projections for RBG, ADS, and CAP
  - Include only **required** match in appropriate sections
  - “IAC income” requests will be supplied to each Partner for RBG and the ADS baseline request
  - Use the empty category boxes for “other” income and expenses not easily grouped with those categories provided.
- Projected Required Match and Leveraged Income
  - This table allows Partners to enter ALL leveraged income – the required match for RBG and CAP AND anything **beyond** the IAC requirement
- Projected Budget - Totals
  - Provide answers about non-cash match percentages and income matching expenses.
- Regional Profile – Provide a description
  - Demographics of Governing Board, RAC, and staff
  - Demographics of RBG constituents
  - Demographics of ADS & CAP constituents
  - Arts Education definition
  - Projected arts education activities table
- RAP Summary as an Organization & Partner
  - Narrative questions and three separate, embedded application uploads - [Board](#), [RAC](#), and [Staff](#)
- Core Services
  - Narrative questions and [Core Service Outcomes](#) and [Regional Services Timetable](#) uploads
- Community Arts Program
  - Narrative questions and [CAP Outcomes](#) and [CAP Activities](#) uploads
- Required Documentation (uploads provided by Partners)
- Accessibility Statement, Electronic Signature, and Submit.



## Application Review Process

- After receipt of completed application, IAC staff will review your materials to ensure that all required information was submitted. If any discrepancies are found, your application will be ineligible for review. The IAC will dispose of ineligible applications.
- Eligible applications will be reviewed and assessed by a panel of professional peers. The panel meeting dates and times will be posted [here](#). The meetings will be open to the public for observation and may be recorded. **Applicants are encouraged to attend.** Applicants cannot lobby the panel on behalf of their applications before, during, or after the panel meetings.
  - The following criteria will assess the Arts Development Services (ADS) (up to 40 points) and Community Arts Programs (CAP) (up to 40 points). The ADS score will determine the amount of funding each Partner will receive beyond its ADS base funding. The CAP score will determine funding for each Partner's CAP.
    - Quality: The proposed activities will be of the highest quality possible in relation to community standards, expectations, and resources
    - Community Impact/Public Benefit: The proposed activities will have a significant impact in the region the organization serves.
    - Management: The organization delivering the proposed activities will be well managed.
  - Panelists will also assign a score to each application (up to 20 points) based on its overall merit, including the Partner's demonstration of meeting all baseline requirements.
    - *Points will be added to evaluate prior year performance for FY2011 panels.*
- Following the panel meeting, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations. The Indiana Arts Commission will review and ratify the funding recommendations at its June business meeting.
  - Reconsideration Policy and Appeal Process: The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. [Click here for more information.](#)

## After the Paneling Process

All applicants will be notified by email of grant decisions after the Commission meets in June and approves the grants. If funded, the organization will receive electronic copies of its award letter, grant agreement, and other pertinent materials. These materials will need to be thoroughly reviewed, printed out, signed, and returned to the Indiana Arts Commission within ten business days. **Once the IAC receives the completed and signed forms, the state contract process will start. It can take up to 90 days to receive payment after the IAC begins this process.** For more information about required forms, please visit our [website](#). For consistency, ONLY Contact [Michelle Anderson](#) with application and guideline questions. Contact the [grants manager](#) with technology-related questions.